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| <h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>  |  | <b>広報番号：</b><br>Announcement No.  | <b>FLCY-25-16</b>   |  |
|   |  | <b>募集締切日：</b><br>Closing Date   | <b>14 Mar 16</b>  |  |
|   |  | <b>発行日：</b><br>Date of Issue  | <b>23 Feb 16</b>  |  |
| <b>1.職種名 Job title ( 等級 Grade <u>6</u> / 語学等級 LD <u>2</u> )</b><br><br><h3 style="text-align: center;">Hazardous Waste Handler, #2463</h3> <p style="text-align: center;">(危険廃棄物取り扱い職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): N/A</p> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> 事務系<br/>Administrative</span> <span><input checked="" type="checkbox"/> 技能系<br/>Blue Collar Trade</span> <span><input type="checkbox"/> 保安系<br/>Security</span> <span><input type="checkbox"/> 医療系<br/>Medical</span> </div>  |  | <b>募集人数</b><br>No. of Recruitment<br><br><h2 style="text-align: center;">1 名</h2>   | <b>4.募集範囲</b> Area of Consideration<br>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内)<br>Current MLC/IHA Employee within Activity<br>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内)<br>Current MLC/IHA Employee in commuting distance<br>III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍)<br>Current MLC/IHA Employee Japan Wide<br>IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant |  |
| <b>2.部隊</b> Activity<br>NAVSUP Fleet Logistics Center Yokosuka<br>Regional Services Department, Material Services Division<br>NAVFAC Material Support Branch<br>Operations Section/Warehouse Sub Section (C45221)<br><br><b>勤務場所</b> Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi   |  | <b>5.雇用の種類</b> Type of Employment<br><input checked="" type="checkbox"/> MLC<br><input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span><br><input checked="" type="checkbox"/> 常用 Permanent<br><input type="checkbox"/> 限定 Limited Term ( ___ カ月 Months) |   |  |
| <b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww)<br>勤務日 Work Days: Mon thru Fri<br>勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245<br><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel   |  |   |   |  |
| <b>6.職務内容</b> Duties<br><br><h3 style="text-align: center;">See attached task list.</h3>  |  |   |   |  |
| <b>7.資格要件／身体条件</b> Qualification/Physical Requirements<br>a. One year of specialized experience in the related work at 2-5 level.<br>b. Must have GOJ ordinary vehicle driver's license (A/T limited is NOT acceptable), GOJ large-sized special purpose vehicle driver's license, and GOJ certificate of completion of training for forklift operator.<br>c. Knowledge of rules, regulations, Government Database Systems (GDSs) and procedures regarding HAZMAT.<br>d. Knowledge of HAZMAT policy and instructions for operational requirements.<br>e. Skills in operating personal computer applications such as Microsoft Word, Excel, and Access.<br>f. Ability to speak, read and write Japanese at native language level.<br>g. Ability to speak, read and write English at average proficiency level. (LD-2)<br><br>* Handicapped applicants may be accepted, depending on the degree and kind of disability. |  |   |   |  |
| <b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力<br><span style="float: right;">Exceptional</span>  |  |   |   |  |
| <b>学歴</b> Educational Background : N/A  |  | <b>免許証／修了証</b> License/Certificate Required : 7/8 欄参照 See blocks 7 & 8  |   |  |



## **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

## **Task list**

1. Receives hazardous materials deliveries from the HAZMINCTR and ensures the proper receipt procedures are followed. This involves sorting the material into flammable or non-flammable rooms and ensuring the receipt paperwork is correct. Creates a Purchase Order in Single Platform Maximo for the materials. Ensures material has the correct Material Safety Data Sheet and is locally approved by NAVFACFE Safety. If either requirement is not met, works with HAZMINCTR and NAVFACFE Safety to get the proper authorization for the material. Coordinates the pick-up of used HAZMAT containers with the HAZAMINCTR.
2. Works in receiving general materials from DDYJ, FLCY and vendors. Sorts received materials into the proper areas, and makes sure receipt paperwork is correct.
3. Assists other personnel in general warehouse functions when needed, such as staging materials, dealing with HAZMAT, and working with local databases.
4. Performs other related and incidental duties as assigned.